



Tool Policy

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1.0 Policy/Procedure

Employees shall follow these guidelines:

- Use required Personal Protective Equipment (PPE) safety glasses, safety goggles and face shields, etc. when operating or working near hand or power tools.
- Hand and power tools shall be maintained in safe operating condition.
- Unpowered cutting hand tools (i.e. letter opener, utility knife, knife style staple removers) should be drawn away from the worker with the free hand or other body parts clear of the cutting direction of the tool.
- Power operated tools and equipment guards shall be inspected before each use and shall not be removed or tampered with.
- Portable electric power tools shall be double insulated or grounded, using a three conductor cord and a three-prong plug. Electric on/off switches shall operate properly.
- Any damaged, defective or unsafe plug, cord or tool shall be reported to your supervisor immediately. The Tagout Program shall be implemented. (See Control of Hazardous Energy J-30)
- Tools and other materials shall not be left on stepladders, scaffolds, roofs or other places where they may be dislodged and fall.
- Impact type hand tools such as drift pins, wedges, and chisels shall be kept free of mushroomed heads.
- The wooden handles of tools shall not be cracked or splintered and shall be kept tight in the tool.
- Floor and bench mounted abrasive wheels shall be provided with safety guards (protection hoods); maximum exposure shall be not more than 90 degrees.
- All bench grinders shall contain a safety guard and grinding wheel maintained for safe operation.
- Work rest must be rigidly supported and readily adjustable. Work rest shall be kept at a distance not to exceed one-eighth (1/8) inch from the surface of the wheel. Side grinding is not permitted.
- Tongue guards shall be installed and maintained within one quarter (¼) inch of the wheel.

- Grinding wheels shall fit freely on the spindle and not be forced on.
- All employees using abrasive wheels shall be protected by eye protection equipment which meets ANSI-Z-87.1-1989 and the eye shield should be maintained and permanently attached to the floor or bench grinder.
- All fixed power driven metal or wood working tools and equipment shall be provided with a labeled disconnect switch near the tool or equipment that can either be locked or tagged in the off position.
- All portable, electric circular saws shall be equipped with guards above and below the base plate or shoe. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

Powder Actuated Tools

Any proposed use of powder actuated tools shall be both coordinated with and have the authorization of your supervisor and the supervisor of the area in which the tool will be operated and the Department Director.

Powder actuated tools shall be operated:

- Only by employees licensed for the make and model of the tool being used. The operator shall have the license at the job site during firing.
- The powder actuated tool shall be protected at all times from misuse or unauthorized use by:
 - Being in the hands of the operator
 - Being locked in a container
 - Being removed from the site
- Follow all manufacturer safety instructions when using powder actuated tools.